



CAMPUS OPERATOR/SUPERINTENDENT

Full-time Position

Deadline for application: August 28, 2026

The Campus Operator/Superintendent is responsible for the day-to-day operation, maintenance, cleanliness, safety, and security of the building and its surrounding property. This person ensures that the facility is well-maintained, welcoming, and fully operational while coordinating maintenance, repairs, contractors, and building use as required. The Campus Operator/Superintendent serves as a steward of the property by ensuring that all building systems function efficiently, preventative maintenance is performed, and issues are addressed promptly and professionally. This is a live-in position. As part of the compensation package, the successful candidate will be provided with an apartment in a Valley Way Non-profit Housing Corporation (VWNPHC) residence.

Building Maintenance:

- Conduct regular inspections of the building and grounds to identify maintenance needs.
- Perform routine maintenance and repairs, including minor plumbing, minor electrical in residences, painting, carpentry, and general labour tasks, where qualified.
- Coordinate and oversee major repairs performed by outside contractors (heating, ventilation, air conditioning (HVAC), lighting, plumbing, and other mechanical systems).
- Develop and maintain a preventative maintenance schedule for all building systems and equipment.
- Keep accurate maintenance and repair records.

Cleaning and Housekeeping:

- Ensure the building and surrounding property remain clean, orderly, and presentable.
- Oversee or perform routine cleaning of common areas, entrances, washrooms, meeting rooms, offices, and other shared spaces.
- Monitor cleaning supplies and equipment and replenish inventory as needed.
- Arrange seasonal cleaning and deep-cleaning projects when necessary.

Safety and Security:

- Conduct regular safety inspections.
- Ensure compliance with applicable health, fire, building regulations and WSIB, WHIMIS training as needed.
- Test and monitor fire alarms, emergency lighting, extinguishers, and other safety equipment according to applicable regulations.
- Respond promptly to emergencies, alarms, or urgent maintenance issues.
- Maintain building security by monitoring doors, video cameras, locks, access systems, and follow security procedures.
- Report hazards immediately and take appropriate corrective action.
- First Aid and CPR certificate

Grounds Maintenance:

- Conduct and/or coordinate lawn care, landscaping, snow removal, salting, and seasonal maintenance.
- Ensure sidewalks, parking areas, and entrances are safe and well-maintained.
- Monitor outdoor lighting and signage.

Contractor Coordination:

- Obtain quotations for repairs and maintenance projects as required.
- Schedule and supervise contractors and service providers.
- Ensure contractors perform work according to agreed specifications.
- Verify completion of contracted work before approving invoices.

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Building Operations:

- Monitor building systems and utilities for efficient operation.
- Maintain an inventory of maintenance supplies and equipment.
- Recommend improvements that enhance safety, efficiency, and cost effectiveness.

Communication:

- Respond courteously and promptly to maintenance requests.
- Communicate effectively with staff, commercial tenants, volunteers, contractors, visitors and residents.
- Provide regular updates regarding building conditions and ongoing projects.

Qualifications:

- Experience in building maintenance, facilities management, property management, or a related field.
- Working knowledge of building systems, including HVAC, plumbing, electrical, and general construction is preferred.
- Ability to diagnose maintenance issues and determine appropriate solutions.
- Strong organizational and time-management skills.
- Ability to work independently with minimal supervision.
- Good communication and interpersonal skills.
- Basic computer proficiency for email, record keeping, and maintenance tracking.
- Valid driver's license is required.

Physical Requirements:

- Ability to lift up to 50 lbs (23 kg).
- Ability to climb ladders and perform physical labour.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to respond to emergency situations outside regular working hours when required.

Hours of Work:

This salaried position may include regular weekday hours with flexibility for evenings, weekends, and emergency call-outs as required by building operations. This job description is intended to describe the general nature and responsibilities of the position. Duties may be modified or expanded to meet the changing needs of the organization.

To Apply, please submit your resume – including your education and relevant experience.

If you are interested in this position, please email your resume to jobs@thegatechurch.ca

Only successful candidates will be contacted for an initial interview.

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